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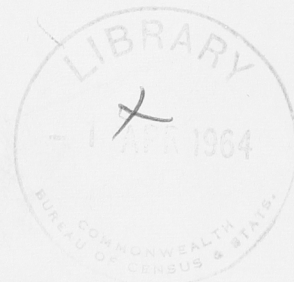
COMMONWEALTH OF AUSTRALIA

AN INTRODUCTION

TO THE

VICTORIAN OFFICE

COMMONWEALTH BUREAU OF CENSUS AND STATISTICS



OCTOBER, 1963

FOREWORD

These notes have been prepared to give new members of the Victorian Office of the Commonwealth Bureau of Census and Statistics a general appreciation of the work which it does and how it operates. They also set out the main points of the conditions under which you work; the rights and privileges which you have; and the obligations which this office expects you to carry out.

Many things will be confusing to you in the first few days of service, especially if you have not previously worked in a Government Department. I hope that you will find the Statistician's Branch more understandable by reading these notes and that you will quickly take your full share in the team work which is necessary for best results. It is only by the co-operation and goodwill of all members of the staff that the final objectives of the office can be satisfactorily achieved.

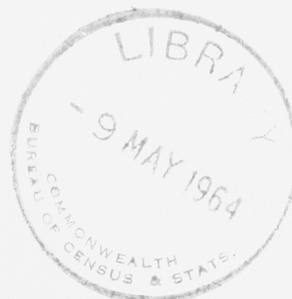
Possession of academic qualifications, particularly the degree of Bachelor of Commerce, will stand you in good stead in the performance of your duties in the Bureau and will also enhance your prospects of promotion to higher and more responsible positions. Every encouragement will be given therefore to any member of the staff desirous of pursuing an appropriate course of study.

Do not hesitate to discuss with the appropriate senior officer any problems that may arise. Never be afraid to ask questions whenever you are in doubt about your work or career.



(V.H. ARNOLD)

Deputy Commonwealth Statistician.



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SECTION 1

ORIGIN AND LEGAL STATUS

Under the provisions of Section 51 of the Commonwealth Constitution, power is conferred on the Commonwealth Parliament "to make laws for the peace, order and good government of the Commonwealth with respect to" (inter alia) "(XI) Census and Statistics". In compliance with this provision, the Census and Statistics Act 1905 was passed, and in 1906 the Commonwealth Bureau of Census and Statistics was created. A Conference of Statisticians in 1906 defined the relations between the Commonwealth and State statistical offices, and in each case the State Statistician became the representative in his own State of the Commonwealth Statistician for the purpose of administering the Commonwealth Act. In addition, each State has its own "Statistics Act", and although these are not identical in all States, they embody common principles. The Commonwealth Bureau did not attempt to duplicate the existing statistical organization, but endeavoured to use the services of the State Statistical offices whenever possible, and to undertake the initial collection of statistics only in fields not already occupied by the States, or in which efficiency demanded complete unity of control.

The original Census and Statistics Act of 1905, has been amended on several occasions (viz. 1920, 1930, 1938, 1946 and 1949). The Act as amended provides for the taking of the Census of Population and the collection and publication of statistics generally by the Commonwealth Statistician. The Act makes it obligatory to supply information requested by the Statistician as provided in the Act and prescribes penalties for failure to do so. The Act also contains stringent provisions to ensure that the information obtained from individual persons, bodies, firms, etc. is treated in strictest secrecy and is not released to any other firm, individual, government department, etc.

On 15.9.58, an agreement was entered into by the Commonwealth and the State of Victoria which resulted in the establishment of the present Integrated Statistical Service. This Service now combines the work which was previously handled by the separate parties and has been placed under the control of a Deputy Commonwealth Statistician who, is also the Government Statist and Actuary for the State of Victoria.

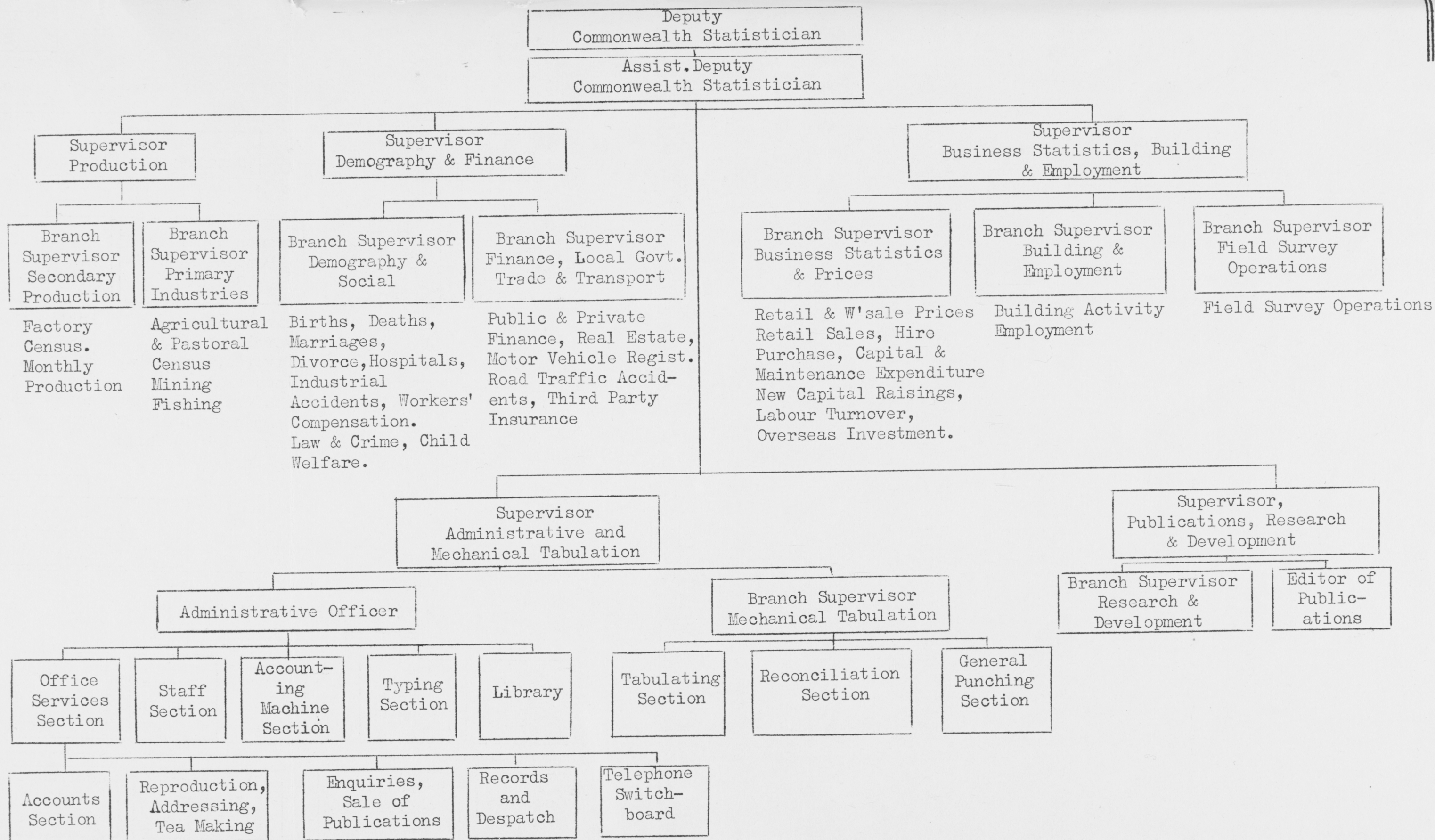
Functions

The function of the office of the Deputy Commonwealth Statistician is the collection, tabulation, compilation and presentation of statistics. For more details in this regard, you are urged to read the following booklets.



1. "A Survey of Activities and Publications".
2. "Methods and Techniques used in the Collection, compilation and Analysis of Enumerative Statistics".

(The Administrative Officer will be pleased to lend you copies of these books.)



SECTION 3

GENERAL CONDITIONS OF YOUR EMPLOYMENT

This Section is to let you know to what you are entitled and to serve as a reference which you can consult from time to time.

The information given to you in this Section is meant only as a guide. Further details may be obtained by enquiring from the Administrative Officer or the Staff Clerk who will be pleased to assist you.

SALARIES

Salaries are paid fortnightly on Thursdays based on an annual rate of pay. Generally speaking, there is a Regulation or Standard range of salary for each designation, an officer or employee advancing to the maximum by annual increments. The Regulation or Standard range of salary is made up of a Basic Wage Component which varies according to sex and/or age and also a margin for skill which varies according to classification. To the Regulation or Standard rates of salaries a basic wage adjustment, determined by the Conciliation and Arbitration Commission is added. The basic wage adjustment is, at present, reviewed annually.

The salary ranges applicable to the normal positions in this Branch are as follows :-

THIRD DIVISION

<u>Position</u>	<u>Male Rate (Standard)</u>	<u>Female Rate (Standard)</u>
Divisional Supervisor	£2,594-£2,738	£2,440-£2,584
Branch Supervisor	£2,450-£2,594	£2,296-£2,440
Editor of Publications	£2,450-£2,594	£2,296-£2,440
Supervisor (Admin.& Mech.Tab.)	£2,162-£2,306	£2,008-£2,152
Senior Compiler	£2,029-£2,162	£1,875-£2,008
Administrative Officer	£1,907-£2,029	£1,753-£1,875
Branch Supervisor (Mech.Tab.)	£1,907-£2,029	£1,753-£1,875
Compiler	£1,907-£2,029	£1,753-£1,875
Compiler	£1,663-£1,907	£1,509-£1,753
Research Officer Grade 2	£1,663-£1,907	£1,509-£1,753
Clerk	£1,663-£1,907	£1,509-£1,753
Clerk	£1,419-£1,663	£1,265-£1,509
Compiler	£1,419-£1,663	£1,265-£1,509
Research Officer Grade 1	£1,297-£1,663	£1,143-£1,509
Clerk	£1,175-£1,419	£1,021-£1,265

Clerk	£1,053-£1,297	£ 899-£1,143
Clerk	£ 499-£1,175	£ 470-£1,021
Library Officer	£1,053-£1,297	£ 899-£1,143
Assistant Research Officer	£ 931-£1,297	£ 777-£1,143

FOURTH DIVISION

Principal Field Officer	£2,176	Not Applicable
Senior Field Officer	£1,714	" "
Field Officer	£1,462-£1,574	" "
Senior Assistant (F) (Coding and Tabulating)		
Grade 2	Not Applicable	£ 846-£ 930
Machine Tabulator Grade 3	£ 930-£1,000	£ 776-£ 846
" " Grade 2	£ 818-£ 930	£ 664-£ 776
" " Grade 1	£ 352-£ 818	£ 326-£ 664
Card Punch Operator (F) Grade 2	Not Applicable	£ 734-£ 762
" " " (F) Grade 1	" "	£ 339-£ 678
Accounting Machinist in Charge (F) Grade 1	" "	£ 930
Accounting Machinist (F) Grade 2	" "	£ 804
" " (F) Grade 1	" "	£ 339-£ 678
Addressing Machine Operator (F) Grade 1	" "	£ 339-£ 734
Typist in Charge (F) Grade 1	" "	£ 930
Typist (F) (Photo-Litho)	" "	£ 776
Typist (F)	" "	£ 339-£ 678
Stenographer (F) Grade 1	" "	£ 664-£ 720
Clerical Assistant Grade 3	£ 874-£ 958	£ 720-£ 804
" " Grade 2	£ 818-£ 874	£ 664-£ 720
" " Grade 1	£ 352-£ 818	£ 326-£ 664
Junior Assistant	£ 282-£ 655	£ 282-£ 516
Assistant (Printing) Grade 1	£ 902-£ 958	£ 748-£ 804

Occupants of positions of Accounting Machinist (F) Grade 1, Card Punch Operator (F) Grade 1 and Typist (F) qualify for allowances on passing certain proficiency tests. Any officer or employee wishing to qualify for an allowance should make enquiries of the Staff Clerk re the method of application etc.

Details of your present salary and appropriate deductions therefrom are shown on the last page of this booklet.

ALLOWANCES

In addition to salary, a number of allowances may be paid to you under certain circumstances. Most of these allowances are self explanatory, but if you have any queries as to your eligibility you should seek advice from the Administrative Officer or Staff Clerk.

Allowances may be paid in the following circumstances :-

1. An officer required to perform the duties of a higher position.
2. An officer or employee required to provide himself or herself with more than one meal away from home on any day.
3. An officer or employee required to spend excessive time travelling to and from home when employed away from his or her normal location.
4. Juniors living away from home.
5. Married male officer or employee unable to find suitable accommodation on transfer from one locality to another by the Department.
6. Married male juniors.
7. An officer or employee required to travel on official business involving an absence from home overnight.
8. An officer or employee required to use his or her private car on official business.

SICK LEAVE

A. PERMANENT OFFICERS

A permanent officer receives a sick leave credit of 2 weeks on full pay and 2 weeks on half pay on commencing duty; further credits accumulate at the rate of 2 weeks on full pay, and 2 weeks on half pay at the end of the first 12 months' service and in respect of each subsequent 12 months' service.

During the first five years of permanent service, a permanent officer, who has exhausted all accrued sick leave on full pay, may be granted additional sick leave on full pay in anticipation of the next credit.

B. TEMPORARY EMPLOYEES

(i) Prior to completion of 12 months' service

Ex-Servicemen

During the first 12 months' service, a temporary employee, who is an ex-serviceman, receives credit of one day on full pay for each completed month of service with a maximum of one week during the first 6 months' service and one week during the second 6 months' service.

Non-Ex-Servicemen

A temporary employee, who is not an ex-serviceman, receives a credit of two days on full pay after two months' service and one day on full pay for each completed month thereafter with a maximum of one week during the first 12 months' service.

(ii) After completion of 12 months' service

At the completion of 12 months' service, a temporary employee (Ex-Serviceman and Non Ex-Serviceman) receives credits of 4 weeks on full pay and 4 weeks on half pay less the amount of sick leave on full pay which has been availed of during the first 12 months' service. At the expiration of each subsequent 12 months of service, an additional credit of 2 weeks on full pay and 2 weeks on half pay is given.

C. PERMANENT OFFICERS AND TEMPORARY EMPLOYEES - GRANT OF SICK LEAVE WITHOUT PRODUCTION OF A MEDICAL CERTIFICATE

Officers and employees are entitled to sick leave with pay in one or more periods of up to four days in each 12 months' service without obtaining a Doctor's certificate if the illness is a minor one and it is not necessary to call a Doctor.

D. ABSENCE FOR WAR CAUSED DISABILITIES

In addition to the normal sick leave credits, an Ex-Serviceman, permanent or temporary, has available 9 weeks non-cumulative sick leave on full pay, plus :-

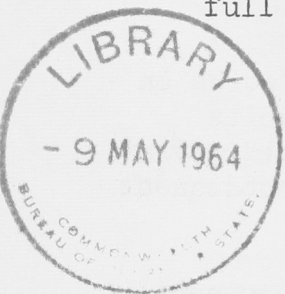
- (i) if employed before 1.11.62, 3 weeks cumulative sick leave on full pay - further credits of 3 weeks becoming available on the 1st November each year
- (ii) if employed after 1.11.62, 3 weeks cumulative sick leave on full pay on commencement - further credits of 3 weeks becoming available for each completed 12 months' service.

In cases (i) and (ii) above, cumulative credits cannot exceed 9 weeks.

This leave is available to officers or employees who are unfit for work as a result of an accepted war caused disability and any application must be supported by a medical certificate.

E. METHOD OF DEBITING ABSENCES AGAINST CREDITS

When sick leave is availed of either with or without a medical certificate, the credits mentioned above are reduced accordingly. Sick leave credit at full pay will be used before the sick leave credit at half pay.



SPECIAL LEAVE

A. PRIOR TO COMPLETION OF 12 MONTHS' SERVICE

(i) Permanent Officers

May be granted up to 3 days on full pay for special purposes such as attending the funeral of a close relation, moving to a new house, etc.. In addition, officers may be granted up to 3 days on full pay for special reasons subject to deduction of the period of leave from their first accruing recreation leave credit.

(ii) Temporary Employees

May be granted up to 3 days on full pay, for similar reasons to permanent officers, if they have had sufficient service to establish, on termination of employment for reasons other than misconduct, a pro rata recreation leave credit of at least 3 days subject to deduction of the period of leave from their first accruing recreation leave credit.

B. AFTER COMPLETION OF 12 MONTHS' SERVICE

Permanent Officers and Temporary Employees may be granted special leave for emergency reasons under similar conditions to those listed in A(i) above i.e., up to 3 days on full pay without and up to 3 days on full pay with deduction from recreation leave accrued or accruing.

• If you are an ex-serviceman, you may be granted leave of absence with pay in one or more periods up to a maximum of two weeks in each year of service to attend for pension interviews, medical examinations or treatment of war caused disabilities.

• Leave without pay for extended periods may be granted for reasonable causes which are not otherwise covered in the leave conditions. Applications for this type of leave are dealt with according to the merits of the case.

• There are numerous reasons for which special leave both with and without pay may be granted and all enquiries should be channelled to the Administrative Officer or Staff Clerk.

RECREATION LEAVE

Recreation leave is allowed for three weeks each year and may be taken at any time during the year subject to departmental convenience. The whole three weeks should be taken in one period unless there are special circumstances for any other arrangements. Recreation leave should be taken annually and should not be allowed to accumulate. Provision exists for leave to be forfeited when not availed of within prescribed periods.

You are not eligible for recreation leave until you have completed one year of service; thereafter leave is due at the beginning of each year for permanent officers (1st January) and after completion of each year's service for temporary employees.

FURLOUGH

Long service leave or furlough is available to officers and employees on completion of 15 year's employment amounting to $4\frac{1}{2}$ months on full pay. Further leave accrues at the rate of three-tenths of a month on full pay for each additional year of service thereafter.

Certain rules apply to the accumulation of service for furlough purposes - service need not necessarily be continuous. If you have had broken service with other Commonwealth or State Departments or Authorities or service in one of the branches of the Armed Forces, you should make enquiries of the Staff Clerk re your eligibility or otherwise.

If you wish, furlough may be taken on half pay for double the period you are entitled to on full pay.

With certain exceptions, payment in lieu of furlough is made on retirement (maximum age, invalidity) or death of a permanent officer after service greater than four years and of a temporary employee after service greater than eight years.

COMPENSATION

Whether you are an officer or an employee, you may receive compensation for loss of earnings if you sustain personal injury by accident at work or while travelling to or from work. Compensation may also be payable for a disease which has been caused by the nature of an employee's work with the Department.

Payments may be under the Commonwealth Employees' Compensation Act or under the Common Rule for Accidents. You must make an election between receiving benefits under the Act or the Common Rule. It is important to remember that once you have made this election, it cannot be changed.

The Compensation Act makes provision for a scale of weekly payments for total incapacity for employment, lump sum payments to dependants in case of death, payments for partial incapacity and payment of medical expenses.

The Common Rule makes limited provision for medical expenses and certain provision for payments in substitution of, or in supplement to, sick leave.

Accidents, no matter how minor they appear, which occur at your work or when you are travelling to or from work, should be reported to your Divisional or Branch Supervisor. This will safeguard your rights to compensation should an application become necessary.

OVERTIME

From time to time, it may be necessary for you to work overtime. In these cases, you will be paid in accordance with certain rules.

If you are required to work more than 38 hours per week within the limits of 8.00 a.m. to 6.00 p.m. Monday to Friday, you will be paid for all time in excess of the 38 hours. If the extra duty commences before 8.00 a.m. and/or extends beyond 6.00 p.m. and is in addition to your normal hours of duty for the day, you will be paid overtime rates for all the extra time involved (calculated to the nearest $\frac{1}{4}$ hour). If you have to obtain a meal away from home as a result of the extra duty, you will be paid the appropriate meal allowance.

Payment for overtime varies according to your salary. If your salary is £1,419 Standard £ Actual per annum (male rate), £1,265 Standard £ Actual per annum (female rate) or less, you will be paid at the rate of one and a half times your actual salary based on a 38 hour week.

If your salary is greater than the amounts quoted above, you will be paid at the rate of one and a half times based on £ Actual per annum (male rate) or £ Actual per annum (female rate) or single time based on your actual salary whichever is the greater.

If you receive a salary exceeding £2,594 Standard £ Actual per annum (male rate), £2,440 Standard £ Actual (female rate), any overtime worked is considered a normal requirement of your position.

But remember - all overtime must be approved before it is worked.

SUPERANNUATION AND PROVIDENT ACCOUNT

Contribution for a superannuation pension or a provident account lump sum payment is compulsory for permanent officers on confirmation of permanent appointment. Temporary employees may be permitted to contribute to either the Superannuation Fund or Provident Account on completion of three years continuous service with the Commonwealth.

Superannuation Fund

Contributors have the right to elect to contribute for a pension based on a retiring age of 60 years if they so desire in lieu of a pension based on the compulsory retiring age of 65 years. There are different rates of contributions applicable to these two retiring ages but over the period, a contributor would pay approximately the same amount for a particular pension.

The following examples will give some idea of the pension payable on retirement (maximum age or invalidity). Each pension unit is at present worth per week.

Clerical Range		Units of Pension (Subject to variation if number of years of prospective service is less than 20)		Pension Per Annum *	
Males £	Females £	Males	Females	Males £	Females £
499-1,175	470-1,021	20	17	910. 0. 0	773.10.0
1,175-1,419	1,021-1,265	23	20	1,046.10.0	910. 0.0
1,419-1,663	1,265-1,509	27	24	1,228.10.0	1,092.10.0

* When pensions become payable, the Superannuation Fund provides for two-sevenths of your pension and the balance, five-sevenths, is paid by the Commonwealth. The Commonwealth's portion of the benefit is claimed from Consolidated Revenue.

The fact that contributors may initially elect to contribute for pensions based on a retiring age of 60 years does not preclude them from continuing in the service beyond the age of 60 years up to and including the age of 65 years and contributors contributing for pensions based on retiring ages of 65 years may elect to retire from the service any time after the age of 60 years.

Contributors to the Superannuation Fund may, under certain circumstances, contribute for Reserve Units of Pension. The purpose of this provision is to give a contributor the opportunity of contributing for reserve units of pension when young and the contributions relatively low. When the contributor becomes eligible for additional units later on in life, he or she can elect to transfer contributions from the Reserve Units Account to the Superannuation Fund and continue to pay at the low rate.

Upon resignation a refund of contributions is paid.

Provident Account

Under certain conditions, a person may be allowed to contribute to the Provident Account when not accepted as being medically fit for full superannuation benefits. Contributions are at the rate of 5% of the actual salary.

Upon retirement (maximum age or invalidity) or death, the benefit amounts to 3 times the contributions plus compound interest at the prescribed rate or the equivalent of 6 months' salary whichever is the greater.

Upon resignation a refund of contributions is paid plus compound interest at the prescribed rate.

Ø Where contributor joined the Provident Account before 13.4.1946, otherwise three times the contributions plus compound interest at the prescribed rate.

SECTION 4

RULES TO BE OBSERVED WITHIN THE BRANCH

1. Hours of Duty

The hours of duty are from 8.30 a.m. to 4.51 p.m. Monday to Friday. The lunch break is from 12.30 p.m. to 1.30 p.m..

2. Recording Attendances

It is the duty of each member of the staff to record his or her attendance on duty in the Attendance Book provided for the purpose by signing on immediately on arrival and signing off prior to leaving the office.

The attendance books are ruled off at 8.35 a.m. and are collected by the Leave Clerk. Any person arriving after 8.35 a.m. must report to the Staff Section for the purpose of recording his or her attendance. The time at which the attendance books are so signed will be taken as the time of commencing duty.

Although the Attendance Books are not withdrawn until 8.35 a.m., this must not be accepted as a licence for members of the staff to report for duty or to commence work at that hour. Work is to be commenced punctually at 8.30 a.m. and again at 1.30 p.m. after lunch. Also it is required that work does not cease until 12.30 p.m. at lunch time and 4.51 p.m. at night. (Remember that you are paid to work for 7 hours and 21 minutes daily and that it is your obligation as a Public Servant to do so).

Members of the Staff are not permitted to sign off for the previous day when signing on for the following day. The Attendance Book must be signed at the time of ceasing duty.

Members of the Staff whose duties require them to be absent from the office during official hours and prevent them from signing on or signing off should sign on at the time of arrival and sign off at the time of departure and indicate the reason in the Remarks Column e.g., "Prices Collection at Geelong".

3. Late Attendances

All officers and employees are required to be in attendance for commencement of work at 8.30 a.m. and arrival after this time is a late attendance. Arrangements are made by the Administrative Branch for time to be made up where necessary. Disciplinary action by a recorded reprimand, fine or other punishment under the Public Service Act may be taken against persistent offenders.

4. Absence from Duty

An officer or employee who is unable to report at the office at the normal commencing time is required to ensure that his or her Section Leader is notified by 10.00 a.m. together with the reason and the likely period of absence. A written application for leave to cover the absence, together with a Doctor's Certificate where appropriate, must be submitted as soon as possible. Where it is desired that the absence be covered by special leave a full explanation of the circumstances must be given.

5. Absence from office during working hours

Members of the staff are not permitted to leave the office during official hours except when on official business or when proper authority has been given. Occasions may arise when it is necessary for a member of the staff to leave the office for a short period for the transaction of urgent private business. In such cases permission for the temporary absence must be obtained beforehand from the Section Leader. This concession is limited to cases of important emergency, and is not allowable for such purposes as taking morning or afternoon teas, purchasing lunch, etc.. A serious view will be taken of any irregular absence from the office for private purposes, as this is a breach of the Public Service Regulations.

6. Lunches

Lunches required by members of the staff may be obtained by the Administrative Branch Junior Assistant. The Junior Assistant will obtain the lunches from a central source of supply within close proximity to this building, and is not permitted to obtain items from a variety of lunch shops and cafes at different locations. Officers and employees are not allowed to be absent from the office during the morning to obtain their individual requirements for lunch. Members of the staff may partake of their lunches at their desks or the recreation area on the 4th floor. Food scraps are to be placed in garbage bins provided for the purpose and not in Waste Paper Baskets.

7. Morning and Afternoon Tea

An interval of not more than 10 minutes is allowed for morning and afternoon tea. During this time there should not be any congregating of staff and each person should have tea at his or her table. Members of the staff are not permitted to visit other sections or leave the office for morning and afternoon tea.

All officers and employees are expected to appreciate the concession of morning and afternoon tea by making sure that no more than 10 minutes is taken, by having tea without a complete break in work when an urgent job is being done and by honestly observing the above conditions.

8. Overtime

Overtime will not be paid for unless proper authorisation has been obtained for the additional time by the Section Leader. Approval is not to be anticipated under any circumstances and the form provided for the purpose must reach the Administrative Officer by 2.00 p.m. on the day on which it is necessary for overtime to be worked. (This will allow the time necessary for obtaining approval from the appropriate officer and also of advising the bank of the number of officers who will be in attendance after normal hours).

It is departmental policy for overtime to be limited to cases of urgency and emergency, the continuous working of overtime being regarded as not economic and not in the best interests of the department or the staff. The limit of two nights overtime in any week is to be observed unless there are exceptional circumstances. Overtime should not extend **beyond 10.00 p.m.** on any night and a meal break of at least 30 minutes should be taken between the hours of 5.30 p.m. and 7.00 p.m.

9. Private Telephone Calls

The telephone services of the department are provided for the performance of essential departmental business and this is likely to be prejudiced by private use by members of the staff for an excessive number or duration of calls, apart from the loss of working time involved. The use of the telephone service for either inward or outward calls of a private nature must therefore be restricted to emergencies. Private Trunk Line calls are not permitted. Incoming calls should be discouraged and, if received, limited to a minimum duration. Outgoing calls should be made only after receiving the approval of your Section Leader.

10. Ladies' Rest Room

A rest room for use by the female members of the staff, in cases of temporary illness, is provided on the 4th Floor adjacent to the envelope storeroom. The rest room is to be kept clean and tidy and is not to be used for purposes other than illness. It is kept open at all times during official hours. A key to the Rest Room may be obtained from the occupant of any of the following positions :- Senior Assistant (F) (Coding and Tabulating) Grade 2, Accounting Machinist in Charge (F) Grade 1, Typist in Charge (F) Grade 1, Assistant (Printing) Grade 1.

11. First Aid Kit

A First Aid Kit is kept in the Ladies' Rest Room on the 4th Floor and is available for attention to minor injuries received by officers and employees on duty. Members of the staff should obtain the necessary supplies from the O.I.C. of the Card Punching Section (Senior Assistant (F) Coding and Tabulating, etc.).

12. Cleaning

Before ceasing duty each evening, all files, papers, books, etc. should be removed from table tops or neatly arranged thereon and, before ceasing duty each Friday, all chairs should be placed on table tops in order to facilitate cleaning.

13. Need for Economy

The utmost economy must be exercised in the use of paper, forms, other stationery and office requisites. Electric power should not be used unnecessarily. Each member of the staff is requested to do his or her best to achieve this economy by taking the minimum number of copies of documents; making sure that all lights, radiators and fans are promptly turned off when not required, particularly at 12.30 p.m. and 4.51 p.m. and rigorously avoiding waste or extravagance in all directions of departmental administration.

SECTION 5

GENERAL INFORMATION

1. Acts and Regulations

The Commonwealth Public Service is formally constituted by the Public Service Act passed by Parliament. This Act and the Public Service Regulations govern the Administration of the Service and the conditions of employment of officers.

Policy decisions and requirements of the Public Service Board in amplification of the Act and Regulations are contained in a volume of General Orders.

The Award conditions obtained by various unions and Associations of Officers are contained in a volume of Public Service Arbitrator's Determinations.

The Commonwealth Superannuation Act and Regulations provide the conditions for contributions to and benefits from the Commonwealth Superannuation Fund.

The Commonwealth Employees' Compensation Act and Regulations provide for all matters in relation to injuries sustained by officers and employees arising out of or in the course of their employment or travelling to or from work.

The Commonwealth Employees' Furlough Act is the authority for the grant of furlough to temporary employees.

There is a Seniority List compiled by the Public Service Board which details the 3rd and 4th Division seniority of all permanent 3rd and 4th Division officers.

If you desire to make particular reference to a clause in one of these documents you should contact the Administrative Officer or Staff Clerk.

2. Commonwealth Gazettes

Notifications of permanent promotions, examinations and vacancies in all departments appear in the Commonwealth Gazette which is published weekly. Copies of Gazettes are distributed to all Branches for perusal by the staff. An additional reference copy is filed in a folder in the Library on the 4th Floor and normally will be available for perusal on Tuesdays after 9 a.m.

3. Library Service

The Library is located on the 4th floor and has a wide range of statistical publications. Members of the staff should arrange with the officer in charge of the library to be placed on the circulation list for any relevant periodicals and to receive any accession lists. Books and magazines will be issued on loan on request.

4. Avenues of Promotion and Study

If you are a temporary employee, you are strongly advised to consider the merits of becoming a permanent officer. The benefits are many, the main ones being the much greater opportunity for promotion, with consequent increase in salary, the widening of the range of jobs available and the security gained.

There are several ways of becoming a permanent officer and you should consult the Administrative Officer or Staff Clerk to discuss this matter.

The usual way of becoming a permanent Third Division officer is by obtaining the Leaving Certificate.

If you are a permanent Fourth Division officer, you can transfer to the Third Division by obtaining this qualification or by passing the Commonwealth Clerical Examination.

Officers will improve their chances of promotion in this Department by undertaking University courses in Arts, Commerce or Economics. Assistance is given under certain conditions by way of time off to attend lectures. The Public Service Board also offers a number of full and part time free places.

The Administrative Officer or Staff Clerk will give you information on the assistance available.

5. Toilet Facilities

Are provided at the back (Eastern side) of each floor (Ladies 4th Floor, Gentlemen 3rd Floor).

6. Payments of and deductions from Salaries

Members of the staff can arrange to have their salary paid to a current account with any Trading Bank if they so desire.

In addition to the normal deductions from salary which are authorised by the Staff Section i.e., Taxation and Superannuation Fund Contributions where applicable, members of the staff can arrange for deductions to be made in respect of the following items :-

- (a) Contributions to the National Savings Group.
- (b) Premiums in respect of Life Assurance Policies (Policies in respect of employee only).
- (c) Rental for a War Service Home.
- (d) Payments to an approved Medical or Hospital Benefits Fund.

7. Recreation Facilities

An area has been set aside for recreation purposes next to the library on the 4th floor. The Social Club has provided table tennis equipment in this area.

8. Social Club

There is a Social Club in the Branch which any member of the staff can join on payment of a small subscription. The club organizes table tennis tournaments and arranges social functions at Christmas and at other times during the year and attends to testimonials for persons leaving the office. The following rules must be observed in so far as the playing of table tennis is concerned.

- (a) The equipment can only be used during off duty hours.
However, play should not be organized if it causes a disturbance to any members of the staff who are required to work overtime in the immediate vicinity.
- (b) Play at lunch time is not to commence before 12.32 p.m. and must cease promptly at 1.25 p.m.
- (c) Play before 8.30 a.m. is to cease at 8.25 a.m. Play after 4.51 p.m. is not to commence before 4.55 p.m. and is to cease promptly at 5.45 p.m.

The approval of the Administrative Officer must be obtained where it is desired to use the equipment at times other than those listed above.

9. Staff Welfare

If you desire information and advice on any matter concerning you as a member of the Commonwealth Service and you feel that it is a matter you cannot discuss with your Branch or Divisional Supervisor, you are invited to talk it over with the Administrative Officer. He will be pleased to help you.

SECTION 6

HOW TO GO ABOUT YOUR JOB

The first principles you must be sure about are -

- (i) what is required in your job,
- (ii) how it can best be done,
- (iii) why it is required.

Develop an interest in your work. Check where it comes from and what happens to it when you have completed your action. Complete your action as soon as you possibly can and do not hold the work up after you have completed it.

Observe each aspect of your job with an enquiring and critical mind and relate it to the purpose for which the work is performed.

Thoroughly acquaint yourself with all the regulations, delegations or instructions governing the performances of the work with which you are concerned.

If you are not sure of what should be done in a particular case, ask your Section Leader and do not guess the answer. When he or she tells you, remember it for future occasions and avoid taking the same question to him or her repeatedly.

If any of your work is required to be completed urgently by a specified time, make sure that you accomplish it or that your Section Leader is aware if you cannot meet the dead line.

Be ready at all times to exchange information with and assist other officers in your section and in other sections. Remember that the achievements and reputation of the Bureau depend on the results of all sections concerned.

Remember that promotion is made strictly on the basis of efficiency not on seniority and your prospects of promotion depend very much on your own ability, initiative and your application to your daily work.

SECTION 7

Particulars of salary and deductions therefrom :-

Salary Range : £

£

Salary Per Annum : £

Standard £

Actual.

Salary Per Fortnight :

Gross £

Less Deductions

Taxation .. £

Superannuation .. £

Life Assurance .. £

National Savings .. £

Rental (War
Service Homes) .. £

Medical or
Hospital Benefits .. £

Other .. £

Total ..

£

Nett £

per fortnight.

Next increment of £

per annum due on